



MELISSA LUCKHURST

VIRTUAL ASSISTANT & ADMINISTRATIVE CONSULTANT

SERVICES OVERVIEW

I partner with busy professionals, entrepreneurs, and small business owners to bring structure, efficiency, and calm to their day-to-day operations so they can focus on what matters most. Whether you need ongoing support or help with a one-off project, I'm here to lighten the load and help your business run smoothly.



ADMINISTRATIVE SUPPORT

Reliable day-to-day admin support to keep your business organised and running smoothly.

- Email & calendar management
- Data entry & file management
- Document creation & formatting
- Research & information gathering
- Travel & itinerary planning



PROJECT SUPPORT

Extra hands and organisational support to help you plan, manage and complete projects with ease.

- Project planning & coordination
- Task tracking & follow-through
- SOP creation & documentation
- Systems & process support
- Launch & event support



BUSINESS OPERATIONS

Strategic operational support to streamline your business and improve efficiency.

- Workflow & process improvement
- CRM & database management
- Reports & presentations
- Vendor & supplier management
- Client onboarding support

INVESTMENT

STANDALONE / PROJECT PRICING

Perfect for one-off projects or short-term needs.

PACKAGE	HOURS / MONTH	PRICE (GBP)	HOURLY RATE
Essential Admin	20 hours	£500	£25/hr
Professional	40 hours	£900	£22.50/hr
Full Executive	80 hours	£1,600	£20/hr

Retainer hours are flexible and can be used across any of the services listed.

Ad-hoc VA & consulting **£30 / hr**

Live webinar technical hosting **£150 / event**

Podcast production & publishing **£200 / episode**

Website accessibility & content audit **£350 flat fee**

VLE & course hub setup (Moodle) **£450 flat fee**

Custom quotes available for larger projects.

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Brighton, UK/Virtual

Flexible support. Tailored solutions. Results that help your business thrive.